

Key Topic: Personnel development, training and advancement planning  
**CAMBRIDGE WATER BOARD**  
**MEETING MINUTES**  
**January 8, 2007**

The meeting was called to order at 5:10 p.m. at 250 Fresh Pond Parkway in Cambridge Massachusetts. Those in attendance were:

**Cambridge Water Board (CWB):** James A. Burruss, W. Timothy Carey, Ann C. Roosevelt and Philip M. Weinberg.

**Cambridge Water Department (CWD):** Fred Centanni, Sam Corda, Cassandra Koutalidis, Tim MacDonald, Chip Norton, Joe Palomba, and Bill Schellbach.

**Guests:** None

**A. MINUTES OF DECEMBER 4, 2006 MEETING**

Mr. Weinberg moved and Mr. Burruss seconded the motion to approve the minutes of the December 4<sup>th</sup> meeting as written. The vote was unanimous in favor of the motion.

**B. MANAGING DIRECTOR'S REPORT**

*The automatic meter reading (AMR) program:* The current status of the AMR Program is as follows: ~ 14,868 meter transmitter units (MTU) have been installed and ~ 8,218 meters have been replaced within cycles 1 (99.39% complete), 2 (99.62% complete), 3 (99.92% complete), 4 (99.88% complete), 5 (99.80% complete), 6 (99.88% complete) – the City is currently ~99.75% complete. We are still optimizing the permanent DCU locations throughout the City. There are less than 29 accounts to be installed. We continue to install the low lead AMCO meters (<0.25% lead). We continue to perform “exception reporting” identifying the high use accounts and providing proactive customer service.

The contact information letter that was sent out has been very successful with over 4000 responses providing the Water Department with contact information for the AMR program.

*Hiring Update:* Treatment Plant Operators: scheduled 2 interviews this week. Water Board member: established an interview committee to review resumes received, set up interviews and to make a recommendation to City Manager.

*Budget:* Have been working on the capital and operating budgets. The capital pay-as-you-go budget will be \$900,000. An opportunity may exist to request additional capital funds in FY07 as a result of increased revenues. The update of the 5, 10 and 20 year capital plan, our long range planning document is nearing completion.

*Personnel Development, Training and Advancement Planning (PDTAP):* A presentation was given on the on-going personnel development and training initiatives at the Water Department by Mr. Corda. The main areas presented were: 1) on-going team building projects, 2) on-going training to maintain State licenses, and 3) the development and implementation of performance evaluations as an expectation setting and improvement/development tool for individuals. The performance evaluations will start at the Division Manager level in FY08 and progress through the Department over the next several years.

Several discussion items came up through this presentation such as: individual training plans; assessing the team status and improvement; cross pollination of Water Department divisions and city departments; City and Department missions; celebrating successes; improved communication, participation and trust within the department staff as a result of the team

building efforts; and outside training and professional development options. The overall intent is to use this process to assist in the continuous evaluation and improvement of the overall staff and in particular the supervisory staff at the Water Department.

*Future Water Board Meetings:* February topic – Astra Zeneca Expansion Presentation, March topic - Laboratory information, April topic – FY08 budget.

## **OPERATIONS**

### **Transmission and Distribution:**

No comments

### **Watershed:**

*Fresh Pond Reservation Circulation and Access Planning:* the users of the Reservation are participating in the development of this plan and we are making steady progress in bringing this important plan to completion.

*Little Fresh Pond (LFP) project:* 95% complete.

*Northeast Sector (NES) project:* the project is running ahead of schedule and is ~75% complete.

*The Winter Street Bridge Widening Project:* no discussion.

### **Business:**

No comments

### **Water Operations:**

An update of the DEP enforcement conference will be given at our next Board Meeting.

### **Engineering and Program Development:**

No comments.

### **D. Action Items**

None

### **E. Miscellaneous Correspondence and Items of Interest**

No discussion

### **F. New Business**

It was requested that Astra Zeneca be allowed to make a presentation to the Board on their expansion plans.

### **G. Next Meeting Dates:**

- Monday, February 5, 2007 - Astra Zeneca Expansion Presentation
- Monday, March 5, 2007 – Water Department Laboratory
- Monday, April 9, 2007 – Approved

Meeting adjourned at 6:58 p.m.

Minutes approved by vote of the Board

Signed: \_\_\_\_\_ Date: \_\_\_\_\_